

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

| | |
|--|----------------------|
| Position Title: Wastewater Utility Worker III | Job Family: 6 |
| General Classification: Front-Line | Job Grade: 18 |

Definition: To provide technical supervision over assigned wastewater system utility personnel; and to perform skilled maintenance work in an assigned area of responsibility such as wastewater maintenance.

Distinguishing Characteristics: This is the advanced journey-level class in the Utilities Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, and complexity of duties assigned. Employees perform the most difficult and responsible types of technical duties assigned to classes within this series, including performing technically complex maintenance duties related to area of assignment and providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Positions at this level may, and often do, exercise technical or lead supervision over lower-level positions. Lead responsibility is typically over a three- to four-person crew and is assigned on an ongoing basis.

Supervision Received and Exercised: Receives direction from an assigned supervisor; exercises technical supervision over assigned utility personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Provide technical supervision over assigned wastewater utility personnel; review work and control quality of work; provide input into employee evaluations.
2. Assist in developing work plans, procedures and schedules related to wastewater system maintenance.
3. Assist in ordering supplies and equipment for work projects, maintaining receipts of purchases.
4. Prepare documentation related to assigned staff such as daily time sheets; may assist in developing budget figures for equipment.
5. Perform skilled maintenance, repair and installation work of wastewater collection system.
6. Handle complaints and answer questions from the public.

Position Title: Wastewater Utility Worker III

Page 2

7. Perform emergency repairs, as necessary; establish proper traffic control devices in doing such work.
8. May operate a variety of heavy equipment such as dump trucks, vactor, backhoe, front-end loader and pneumatic tools.
9. Perform minor adjustments on service equipment; maintain tools and equipment in working order.
10. Maintain logs of daily activities.
11. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of reviewing and evaluating other's work; principles and practices of wastewater collection systems; operate equipment related to wastewater collection system maintenance; principles and practices of safety related to areas of assignment; trenching and shoring safety practices; pertinent department or division rules and procedures; pertinent traffic laws related to area of assignment.

Ability to: Assign and review the work of others; operate heavy equipment skillfully and safely; perform complex wastewater system maintenance duties; perform heavy manual labor; understand and follow oral and written instruction; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of responsible wastewater collection experience. Training equivalent to the completion of the 12th grade supplemented by community college course work in supervisory management or the City's supervisory training course prior to or within two years.

Required Licenses or Certificates: Possession of a valid Class B California driver's license. Possession of a valid Class A California driver's license with tanker endorsement is required within one year of appointment. Possession of Grade I Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association within one year of appointment.

Position Title: Wastewater Utility Worker III

Page 3

Working Conditions: Preemployment and periodic respiratory examinations may be required for this classification.

Established October 1991 (F)

Revised June 2001

CLASS SPECS

CS101-F^